Headquarters U.S. Air Force

Integrity - Service - Excellence

Phase III Project Acquisition

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AF Center for Environmental

HQ AFCEE/HDP

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Overview

- Project Life Cycle
- Industry Forum
- Project Solicitation/Evaluation
- Approvals
- Closing Countdown
- Panel Presentation

Highlights – Lessons - Panel

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Project Life Cycle

Housing Privatization Phases

FHMP → ~ 6 Months → ~ 10 Months → 50 Years →

Goal: Select and close the 'Best Value' proposal where military families will choose to live

Activities

- Industry Forum
- RFP Solicitation
- Proposal Evaluations
- Award Approvals
- Transaction Closure

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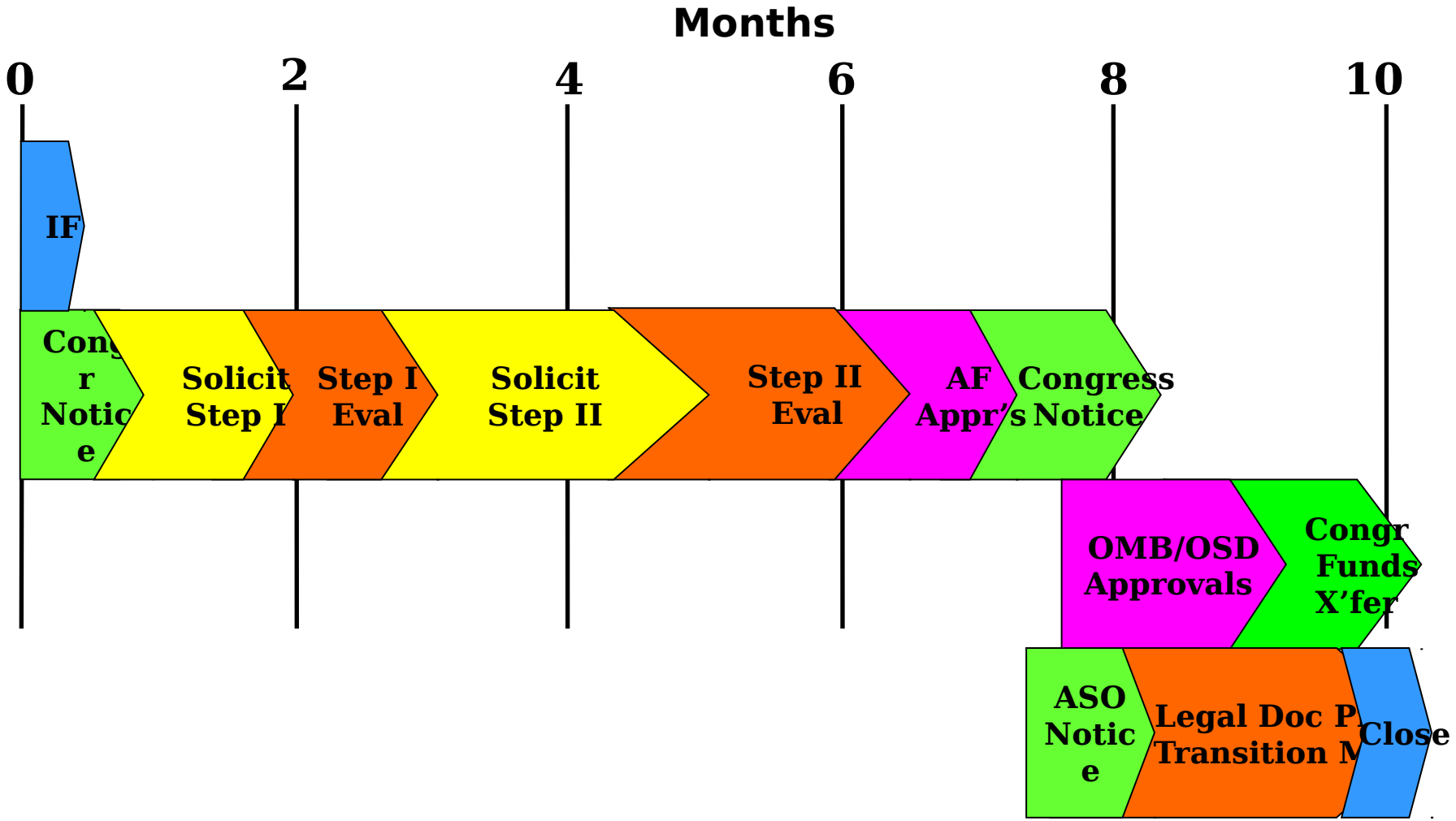
Project Life Cycle

Phase III Project Acquisition



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Project Life Cycle

Project Schedule

ID	*	OPR	Name	Duration	Start	Finish	Predecessors
19		AFCEE.PSC	Post Notice in FedBizOpps (http://www.fedbizopps.gov/)	1 day	Tue 10/14/03	Tue 10/14/03	
20	*	PSC	Post RFP on PSC Web Site	1 day	Tue 10/14/03	Tue 10/14/03	
21		PSC	Train PSC Assessment Team	1 day	Tue 10/14/03	Tue 10/14/03	
22		311 HSW/PKOA	Train Acquisition Support Team	1 day	Wed 10/15/03	Wed 10/15/03	21
23	*	PSC	Receive Pre-Qualification Proposals	30 edays	Tue 10/14/03	Thu 11/13/03	19
24		**PSC**	**Step One - Pre-Qualify Offerors**	**33 days**	**Fri 11/14/03**	**Fri 1/2/04**	**23**
25		PSC	Assess Pre-Qualification Proposals	20 days	Fri 11/14/03	Fri 12/12/03	23
26		PSC	Brief AST on Results of Assessment at AFCEE	5 days	Mon 12/15/03	Fri 12/19/03	25
27		AST, PSC	Document Base Approval	2 days	Mon 12/22/03	Tue 12/23/03	26
28		AST	Set up MAJCOM/CV Briefing with ESG	0 days	Tue 12/23/03	Tue 12/23/03	27
29		AST	Provide Docs to MAJCOM/CV and ESG for Read-Ahead	0 days	Tue 12/23/03	Tue 12/23/03	27
30		AST	Brief MAJCOM/CV with ESG	1 day	Fri 1/2/04	Fri 1/2/04	28FS+5 days
31	*	AST	Document MAJCOM/CV and ESG Approval of Step One Results	0 days	Fri 1/2/04	Fri 1/2/04	30
32		PSC	Inform Offerors Outside Competitive Field	0 days	Fri 1/2/04	Fri 1/2/04	31
33		**PSC**	**Solicit Step Two Proposals**	**43 days**	**Mon 1/5/04**	**Fri 3/5/04**	**24**
34	*	PSC	Request Step II Proposals from Pre-Qualified Offerors	1 day	Mon 1/5/04	Mon 1/5/04	
35		PSC	Offerors Prepare Step II Proposals	60 edays	Mon 1/5/04	Fri 3/5/04	34
36		**PSC**	**Step Two - Evaluate Offerors**	**33 days**	**Mon 3/8/04**	**Wed 4/21/04**	**24**
37	*	PSC	Receive and Assess Step II Proposals	5 days	Mon 3/8/04	Fri 3/12/04	33
38		PSC	Conduct/Document Discussions w/ Offerors & AST Members	5 days	Mon 3/15/04	Fri 3/19/04	37
39		**Offerors**	**EN Response/Proposal Revisions**	10 days	Mon 3/22/04	Fri 4/2/04	38
40		PSC	Prepare "Proposal Assessment Results Report"	8 days	Mon 4/5/04	Wed 4/14/04	39
41							40
42							41
43							42
44							**36**
59	*	AF					58
60							58
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62							59
63							**60**
64		A					60
65		AF					60
CN, AFCEE/JA,							60
67							66
68	*	S					67,60
69		A					
70							68
71		AF					60

Lessons Learned:

- Be flexible
- Developers need the full time allotted
- Don’t compromise evaluation time
- Don’t overlook ancillary tasks
- Share good approaches
- Get on leadership’s schedule early

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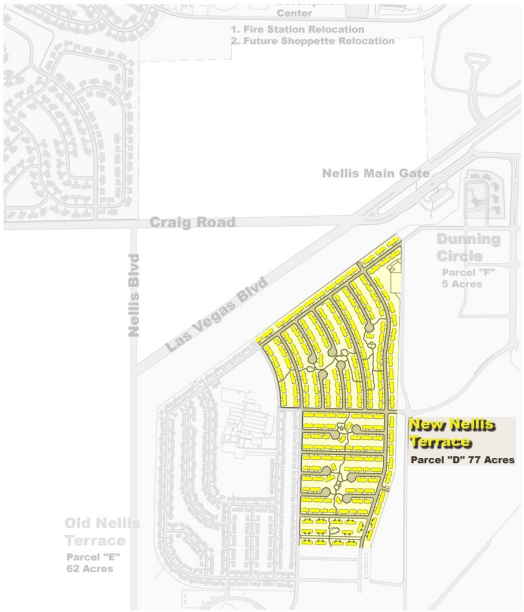
Industry Forum

- Statement of Nee
- Fact Sheets
- Project Overview Briefing
- Basis of Selection Briefing
- Q&A Session
- Housing Tour



Model N12

Lessons Learned:

- Announce early
- Dry run, dry run, dry run
- Stage units with military
- Emphasize selection methodology
- Discuss past proposal quality control issues

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Solicitation/Evaluation
Step I

- **Four factors**
  - **Business Arrangements**
  - **Financial**
  - **Project Concept**
  - **Past Performance**
- **30 day proposal preparation**
- **No more than five invited to Step II**

Lessons Learned:
- Reuse past performance if identical & current
- Appoint and train AST members
- Be prepared to down select
- Reserve right to have discussions

Solicitation
Step II

- **Three factors**
  - **Financial**
  - **Design & Construction**
  - **Property Management**
- **60 day proposal preparation**
- **Offeror site visits**

Lessons learned:

- Remind offerors that each RFP stands-alone
- Update offerors on any new data
- Amend RFP as necessary
- Respond to Q&A quickly
- Contact offerors 30 days/5 days before due date
- Proposal extensions have been common, but shouldn't be
- Proposal preparation and due diligence varies

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Evaluation
Step II

- PSC performs administrative check of submissions
- PSC performs proposal assessment
- AST issues EN's, host discussions if necessary
- PSC presents assessment
- AST validates and rates each subfactors

Lessons Learned:
- Proposal must meet all minimum requirements
- Stay on track, issue EN's as quickly as possible
- Tie EN's directly back to RFP
- Grant offerors equal revision opportunities
- Don't perform premature evaluation
- Maintain evaluation discipline

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Evaluation
Step II, con't

Lessons Learned:

- Have offerors on stand-by during evaluation period
- Control documentation and evaluation worksheets
- Proposed legal modifications should only be true deal-killers
- Successful proposal becomes part of closing documents
- Operation & management plans are critical
- Maintain source sensitive integrity at all times

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Approvals

- **Wing Commander**
- **Senior Advisory Committee**
- **ESG reviews assessment**
- **Selection Authority**
- **OSD**
- **OMB**

Lessons Learned:

- Get on senior leaders' calendars early
- ESG sharpens the recommendation documentation
- Begin financial package immediately
- OSD briefing varies from the SA briefing
- Prepare for OSD/OMB questions

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Countdown

- **Notify ASO**
- **Transition meetings**
- **Debrief non-successful offerors**
- **Pre-closing meetings**
- **Close**

Lessons Learned:

- Allow sufficient time between ASO notice & closing
- Prepare and dry-run debrief

- It’s all worth it !!

Headquarters U.S. Air Force

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Panel Presentation

Mr Chris Wolf, Offutt AFB

Ms Gwen Vegara

Mr Tom Hanon, Buckley AFB

Ms Virginia Scott, JLL

Questions?